FLATHEAD COUNTY, MONTANA
Position Vacancy Announcement

POSITION: __Deputy County Attorney I__   DATE OPENED: __5/25/2023__

DEPARTMENT: __County Attorney's Office__   CLOSING DATE: __until filled__

If you have any questions about this position vacancy, call: __(406) 758__ - __5641__ .

NUMBER OF POSITIONS OPEN: __2__   BARGAINING UNIT: __Non-Union__ ▼

✔ FULL TIME   ✔ REGULAR
(YEAR ROUND POSITION)

___ PART TIME   ___ SEASONAL

___ TEMPORARY

IF APPLICABLE:
TRAINING WAGE: $ _____ per _____ ▼

STARTING WAGE: $__84,043.60__ per __Year__ ▼
SALARY AT:
__1__ YEAR STEP: $ __85,724.47__ per __Year__ ▼
__2__ YEAR STEP: $ __87,438.96__ per __Year__ ▼
__3__ YEAR STEP: $ __89,187.74__ per __Year__ ▼

VISIT   https://flathead.mt.gov/human_resources/downloads.php   FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:
Starting annual salary $84,043.60 to $90,971.50, DOE, plus annual increases.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S
WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Deputy County Attorney

DEFINITION:
Under general supervision, prepares and tries criminal cases and advises County officials on legal matters; assists the other Deputy County Attorneys; does related work as required.

DISTINGUISHING CHARACTERISTICS:
Deputy County Attorneys are primarily assigned to criminal prosecution duties and to providing legal services to County governmental agencies. Assignment to a particular area of service will, to some degree, be based upon the individual's training, experience and specialization. Familiarity and experience with prosecution of both felony and misdemeanor cases is desired. Familiarity and experience with cases involving juvenile crime and dependent neglect is desired. Individuals must also have some background and training for civil litigation with regard to governmental law.

EXAMPLES OF DUTIES:
Prepares criminal cases to which Flathead County is a party for trial or appeal; tries cases in District Court/Justice Court; assists other Deputy County Attorneys in preparing or trying major cases; interviews complainants and witnesses with regard to prospective criminal prosecutions; interviews persons having pertinent information and investigates circumstances, scenes, etc., to gather information necessary for criminal or civil actions; presents cases and interviews witnesses before all courts; prepares pleadings and other legal documents in connection with suits, trials, hearings and other legal procedures; keeps abreast of decisions or laws; provides legal services to County government departments and agencies, such as representing the County in civil actions, advising officers and employees on laws affecting their offices, reviews legislation, prepares contracts and researches legal issues of a civil nature; performs other legal services as needed.

LICENSE:
Active membership in the State Bar of Montana.

MINIMUM QUALIFICATIONS:
Knowledge of:
Legal principles and their application;
Rules of evidence and the conduct of court proceedings;
Techniques of court presentation;
Techniques of investigation;

Criminal and civil codes of Montana with particular emphasis on the
criminal laws;
Legal research methods
Ability to:
Investigate and prosecute criminal complaints;
Present statements of fact, law and argument clearly and logically
in written and oral form;
Work cooperatively with others, including various local government
boards and commissions;
Draft ordinances, contracts, resolutions and legal instruments;

EXPERIENCE AND EDUCATION;
Graduation from an accredited School of Law; Licensed to Practice in
Montana
Prefer two years progressively responsible experience as a practicing
attorney in a public or private law practice;
Must be bondable.

Action	Reference	Date
Adopted	Commissioners' Minutes	02/27/07
Revised	HR Salary Recommendation	07/01/14
	Transmittal Signed 5/28/14	